

**WESTERN CONNECTICUT STATE UNIVERSITY
DANBURY, CONNECTICUT
EMPLOYMENT OPPORTUNITY**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

POSITION: Director of Admissions

OPEN TO: The Public

DEPARTMENT: Admissions

DATE POSITION AVAILABLE: ASAP

SALARY: \$81,450 (minimum)

WORK HOURS: 35 hours per week

DATE POSTED: July 20, 2012

CLOSING DATE: August 10, 2012

JOB POSTING #: 00056414

LOCATION: Danbury, Connecticut

Western Connecticut State University seeks an experienced Admissions professional with a proven record of success achieving student enrollment and revenue goals. WestConn is a vibrant, active campus serving approximately 5,600 undergraduate and graduate students. The University maintains a commitment to diversity and boasts one of the most ethnically, racially, and culturally diverse student bodies in the State. WestConn's main campus is located in Danbury, 50 miles north of New York City and is one of the seventeen comprehensive universities that comprise the Connecticut State College & University System (ConnSCU).

The Director of Admissions is responsible for the direction and administration of all operations in the Undergraduate Admissions Office. This includes responsibility for fulfilling of the University's admissions goals; coordinating recruiting efforts; assisting in formulating admissions policies; analyzing the credentials of applicants; interpreting test and prediction data for prospective students; providing leadership and supervision to the staff; recommending changes in admissions policies, procedures, and curriculum development for the University as well as the ConnSCU System. The Director works with all campus constituencies including Academic Affairs, Graduate Admissions, Athletics, and Student Affairs. The ideal candidate will be an experienced administrator with strong leadership skills, experience in University branding strategies, and who is able to utilize current students, faculty, alumni, and parents in the recruitment and enrollment of new students.

Qualifications: A Master's degree is required as is five years of experience in college administration, including three years in admissions or a related area. Work experience must demonstrate ability to formulate and implement relevant policy and to supervise staff. Strong written and verbal communication skills are required as are solid analytical skills. Experience with the use and maintenance of integrated enrollment information systems is critical. Strong strategic planning skills are required. The ability to deliver services to a culturally diverse population and the ability to create an atmosphere of customer-friendly service is required. Demonstrated experience with the use of social media as a recruitment tool is preferred.

Minimum Starting Salary: \$81,450 plus a comprehensive benefits package. Additional information can be found on our website at www.wcsu.edu/hr/benefits. Once on this website select the Administrative Faculty employment group.

To Apply: Interested candidates must electronically apply by sending a cover letter, resume, and contact information of three (3) professional references to hrpositions@wcsu.edu Attn. Mr. Fred Cratty, Director of Employee Relations. Please submit your materials in one (1) complete file (PDF or Word format only) and not via multiple attachments. Applications must be received no later than Friday, August 10, 2012. WCSU is an AA EO Educator/Employer.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.